



LICENSING DIVISION
P.O. Box 989002 (916) 445-7724
West Sacramento, CA 95798-9002



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

APPLICATION FORMS CHECKLIST

This form is for your use only. Please do not send it to the bureau with your application. Your application package must include each form listed for your type of license and the correct fees.

APPLICATION AND FINGERPRINT PROCESSING FEES ARE NONREFUNDABLE.

Find the heading for the type of license you are applying for and check off each form that you have completed. If there is a fee requirement, find the amount on the Schedule of Fees and write it on the checklist. When all forms for your type of license are checked off and all the fees are listed, total the fees and submit them with the forms to the bureau. Make checks payable to Bureau of Security and Investigative Services.

PRIVATE INVESTIGATOR / PRIVATE PATROL OPERATOR

- ☐ **Application for License (Form 31A-4)** Fee \$ _____
- ☐ **Personal Identification Form (Form 31A-9)**
One form and two photographs for each owner, partner, corporate officer and the qualified manager.
- ☐ **Fingerprint Card (Form BID-7)**
One card for each person completing a Form 31A-9 and a fingerprint processing fee
for each person. _____ X \$ _____ Fee \$ _____

Number of cardsFee
- ☐ **Certificate in Support of Experience (Form 31A-8)**
For qualified manager only: One form from each person who is certifying the required work experience.
- ☐ **Request for Authorization of Business Name (Form 31A-12)**
- ☐ **Corporation applicants only:** endorsed Articles of Incorporation or the Statement and Designation by a Foreign Corporation *if already filed* with the Secretary of State. Total Fee \$ _____

ALARM COMPANY OPERATOR / REPOSSESSION AGENCY

If you do not have a qualified manager who already has a current qualification certificate, you must also send the forms listed for the qualified manager. If you are applying only to become certified as an alarm company qualified manager or a reposessor qualified manager, do not complete these forms - see forms list for qualified manager

- ☐ **Application for License (Form 31A-4)** Fee \$ _____
- ☐ **Personal Identification Form (Form 31A-9)**
One form and two photographs for each owner, partner, corporate officer and the qualified manager.
- ☐ **Fingerprint Card (Form BID-7)**
One card for each person completing a Form 31A-9 and a fingerprint processing fee
for each person. _____ X \$ _____ Fee \$ _____

Number of cardsFee
- ☐ **Request for Authorization of Business Name (Form 31A-12)**
- ☐ **Corporation applicants only:** endorsed Articles of Incorporation or the Statement and Designation by a Foreign Corporation *if already filed* with the Secretary of State. Total Fee \$ _____

QUALIFIED MANAGER for: ALARM COMPANY OPERATOR or REPOSSESSION AGENCY

☐ Application for License (Form 31A-4) Fee \$ _____

☐ Personal Identification Form (Form 31A-9)
One form and two photographs for each owner, partner, corporate officer and the qualified manager.

☐ Fingerprint Card (Form BID-7) and current fingerprint processing fee Fee \$ _____

Total Fee \$ _____

LOCKSMITH COMPANY LICENSE

☐ Application for License (Form 31A-4) Fee \$ _____

☐ Personal Identification Form (Form 31A-9)
One form and two photographs for each owner, partner, corporate officer and the qualified manager.

☐ Fingerprint Card (Form BID-7)
One card for each person completing a Form 31A-9 and a fingerprint processing fee
for each person. _____ X \$ _____

Number of cards

Fee

Fee \$ _____

☐ Request for Authorization of Business Name (Form 31A-12)

☐ Corporation applicants only: endorsed Articles of Incorporation or the Statement and Designation by a Foreign Corporation *if already filed* with the Secretary of State.

Total Fee \$ _____